

From: GovTrip.eTravel.System@etsproext01.govtrip.com
To: [Edwin Quinones/R6/USEPA/US@EPA](mailto:Edwin.Quinones/R6/USEPA/US@EPA); blakley.gloria@EPA.GOV; [Rosalind Tarkington/R6/USEPA/US@EPA](mailto:Rosalind.Tarkington/R6/USEPA/US@EPA)
Subject: GovTrip Voucher Audit
Date: 05/02/2011 08:41 PM

05/02/11
EDWIN MANUEL QUINONES
GEPAR06RC_S
QUINONES.EDWIN@EPA.GOV

Your travel voucher listed below that was processed in Gov Trip has been selected for audit.

Voucher EQLAFAYETTELA040111_V01 ORGOME

Please forward the required original receipts for items costing \$75.00 or more, associated with this travel voucher to the Cincinnati Travel Office, within 10 business days from the date of this e-mail. If someone else in your organization is responsible for maintaining your receipts please coordinate this request with them.

- Include in your reply a printed copy of this e-mail with your original required receipts stapled together behind it.
- Write your name and office telephone number on the front upper right hand corner of the email
- If this voucher is for international travel include a copy of your ITP

Required receipts: common carrier expenses, lodging expenses, rental car, conference/registration fee no matter what the cost is.

Note: If this trip was for Superfund Cost Recovery work, and your receipts have already been submitted to the Cost Recovery Team, print this email, write "Super Fund Submission" in blue ink in the upper right hand corner, and return it to the Cincinnati office. (Address below.)

In order to ensure travel reimbursements are being paid in accordance with applicable laws and Federal Travel Regulations, we statistically sample travel vouchers that have been paid in GovTrip. These vouchers are randomly selected by the GovTrip system.

We appreciate your timely assistance with this audit. Should you have any questions please contact the Cincinnati Travel Team Help Desk at 513-487-2346, or email them at CINWD TRAVEL@EPA.GOV

Address to send receipts US EPA
Accounting Operations - MS -002
26 W. Martin Luther King Dr
Cincinnati, OH 45268
513-487-2346 (Travel Helpdesk)
CINWD TRAVEL@EPA.GOV

You may access GovTrip @ <http://www.govtrip.com/govtrip/site/index.jsp>



9548796